

**APPLICATION FOR APPROVAL  
OF CONTINUING EDUCATION  
UNITS FOR INDIVIDUAL  
PARTICIPATION**

- ▶ Please Print or Type
- ▶ A self-addressed stamped envelope must accompany application
- ▶ Use this blank form for making copies. Send two (2) copies of this form to the Board for all program approval requests.

**BOARD USE ONLY**

Date Submitted: \_\_\_\_\_  
Approved/Disapproved: \_\_\_\_\_  
Date Mailed: \_\_\_\_\_  
Processed By: \_\_\_\_\_  
Contact Hours: \_\_\_\_\_

***A CONTINUING EDUCATION PROGRAM SHOULD CONCERN THE THEORY AND/OR PRACTICE OF MORTUARY SCIENCE OR RELATED AREAS.***

1. Licensee's Name \_\_\_\_\_

2. Address \_\_\_\_\_ Telephone (\_\_\_\_) \_\_\_\_\_

\_\_\_\_\_  
(City) (State) (Zip Code)

3. License Number: \_\_\_\_\_

4. Nature of Program (e.g. seminar, workshop, conference, education course, presentations, etc.)

\_\_\_\_\_  
Title of Program: \_\_\_\_\_  
\_\_\_\_\_

5. Sponsored By: \_\_\_\_\_

**Note: Sponsor must be approved by the Board - Please verify with Sponsor.**

6. Description of Program: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

7. Date of Program: \_\_\_\_\_ 8. Location: \_\_\_\_\_

9. Duration of Program (number of hours excluding lunch and breaks) \_\_\_\_\_  
(PLEASE ATTACH A COPY OF THE PROGRAM NOTICE.)

***PLEASE NOTE:*** Approval of this form means that the program is approved for continuing education credit. This form is **NOT** sufficient for verification of your attendance at the program. You are responsible for obtaining a certificate of completion of the program to verify the number of hours you attended for submission with your license renewal form. Certificates of completion must be retained by the licensee for four (4) years after the date of renewal.

## **REQUIREMENTS FOR CONTINUING EDUCATION (Individual Licensees)**

Valid Certificates of Completion must have been earned between December 1, 2002 through November 30, 2004.

*More detailed information concerning continuing education requirements may be found in the continuing education regulations in the back of the "blue" law book entitled, "Laws and Regulations Governing the Practice of Mortuary Science in Maryland", COMAR 10.29.05 Continuing Education – regulations.*

All licensed morticians, funeral directors and surviving spouse licensees, except as otherwise stated, shall submit to the Board documentation of continuing education credit in the field of mortuary science.

Documentation shall be submitted at the time of license renewal in the form of "original" certificates of completion for each program completed.

Continuing education credits may be obtained by attending and participating in continuing education courses, programs, seminars, or workshops previously approved by the Board or otherwise meeting the requirements and approved by the Board.

During the time an organization, educational institution, or person is an approved sponsor, all continuing education programs of the organization, educational institution or person shall be approved by the Board.

The Board shall waive continuing education requirements for individuals newly licensed for the first-time renewal of a license.

Service as a lecturer or discussion leader may be included to the extent that it contributes to the professional competency of the applicant but repetitious presentations will not be counted. Not more than 50 percent of the total required CEUs may be satisfied in this manner.

The maximum number of CEUs which shall be granted for any single continuing education topic, course, program or workshop, etc. is 6.

### **EXEMPTIONS**

1. The Board shall grant an exemption from meeting the continuing education requirements to any licensed mortician, funeral director or surviving spouse licensee who has practiced mortuary science in this State for 40 years and who has submitted a written request for exemption at the time of each license renewal.
2. The Board shall consider a waiver of all or part of the continuing education requirements on a case by case basis for any licensed mortician, funeral director or surviving spouse licensee based on documentation of disability or unusual circumstances.
3. Any mortician, funeral director or surviving spouse licensee whose license is on an inactive status is not required to meet continuing education requirements until the licensee reactivates his/her license.
4. Upon reactivation of an inactive license, the mortician, funeral director, or surviving spouse licensee shall submit documentation of twelve (12) CEUs for the renewal period in which the licensee is requesting reactivation.